

SPIRE for Staff Queries

Available Queries

The Query Tool allows select SPIRE for Staff users to run pre-built queries, view results online, and download data to their desktop, using an intuitive graphical interface. The following queries are currently available to SPIRE for Staff users:

Major List Query

UR89_DEPT_MJRS_NEW

This query allows you to view the academic and personal information of the students majoring in your department. This is the same information that you would otherwise get as part of your SPIRE A access, combined in one single data set. Based on your suggestions:

- **Academic information** includes students' academic plans, advisors, previous term & cumulative GPA, expected graduation date, (projected) academic level, etc.
- **Personal information** includes students' address, telephone, email addresses, residency, FERPA flag, etc.

Independent Studies Query

UR89_DEPT_IND_STUDIES

Use this query to view enrollment details for the independent studies offered in your department. Query results include the instructors' names and the students enrolled in each independent study.

Note:

- This query generates results only if a SPIRE B user (usually the staff in your department responsible for processing overrides) has already matched the students taking independent studies with the appropriate instructor IDs. SPIRE B users can refer to this query to double-check the status of their work

Class by Catalog Query

UR89_DEPT_CLASS_BY_CATALOG

This query allows you to view the class sections offered for the same course for a term (e.g., all the COMM 118 Interpersonal Communication sections for Fall 2006). Details for each section include enrollment capacity and current enrollment, waitlist information, instructor's name, meeting times, and location.

Notes:

- **Search Parameters:** *Term* (4-digit term code), *Subject Area* abbreviation (e.g., *CHEM*), and *Catalog Number* (e.g., *118, 499C*). All three search parameters are required.
- A '*No Matching Values Found*' message may indicate that a course was not offered for the term you specified (if all your other search parameters are correct).
- This query applies to all course offerings on campus; it is not restricted to your department.
- This query is not restricted to the current/next term: you can also look up course offerings for past terms.

Class by Instructor Query

UR89_DEPT_CLASS_BY_INSTRUCTR

Use this query to look up all the classes (graduate and undergraduate) that an instructor has taught by term. Details for each class include enrollment capacity and current enrollment, waitlist information, meeting times, and location.

Notes:

- **Search Parameters:** *Term* (4-digit term code) and *Instructor's 8-digit ID*. Leave the *ID* field blank to view all the class sections that do not have an instructor assigned. Results are not circumscribed by department. The *Term* field is mandatory.
- This query is not restricted to the current/next term: you can also look up courses taught in past semesters.

Class by Subject Query

UR89_DEPT_CLASS_BY_SUBJECT

This query allows you to see all the classes (graduate and undergraduate) offered in a subject area by term. Details for each course include enrollment capacity and current enrollment, waitlist information, instructor's name, meeting times, and location.

Notes:

- **Search Parameters:** *Term* (4-digit term code), *Subject Area* abbreviation (e.g., *CHEM*). Both parameters are required.
- Your search is not limited to your department; use the correct *Subject Area* abbreviation to view course offerings in other departments.
- This query is not restricted to the current/next term: you can also look up course offerings for past terms.

Class Listing Query

UR89_DEPT_CLASS_LISTING

Similar to a downloadable Schedule of Classes, this query provides information about all the classes (graduate and undergraduate) offered on campus by term. Details include enrollment capacity and current enrollment, waitlist information, instructor's name, meeting times, and location.

Notes:

- **Search Parameters:** *Term* (4-digit term code), required.
- This query is not restricted to the current/next term: you can also look up course offerings for past terms.

GenEd Query

UR89_DEPT_CLASS_GEN_EDS

Use this query to find to view all the classes that fulfill General Education requirements for a specific term. Details include enrollment capacity and current enrollment, waitlist information, instructor's name, meeting times, and location.

Notes:

- **Search Parameters:** *Term* (4-digit term code), required.
- Query results include all the courses (from all subject areas) matching all the GenEd categories. Use *GenEd* column to manage your results.
- This query is not restricted to the current/next term: you can also look up GenEds for past terms.

RAP/TAP Classes Query

UR89_RAPTAP_CLASS

Use this query to look up all the RAP/TAP classes offered on campus by term. Details include enrollment capacity and current enrollment, waitlist information, instructor's name, meeting times, and location.

Notes:

- **Search Parameters:** *Term* (4-digit term code), required.
- Query results include all the RAP/TAP classes (from all subject areas) offered for a given term. Use *RAP/TAP* and *RAP/TAP Detail* columns to manage your results.
- This query is not restricted to the current/next term: you can also look up RAP/TAP courses for past terms.

Honors Classes Query

UR89_DEPT_CLASS_HONORS

Use this query to look up all the honors classes offered on campus by term. Results include any class with 'HONORS' or 'H' in the *Subject Area Code* and provide the same information as other class queries (i.e., enrollment capacity and current enrollment, waitlist information, instructor's name, meeting times, and location).

Notes:

- **Search Parameters:** *Term* (4-digit term code), required.
- Query results include all the honors classes (from all subject areas) offered for a given term. Use *Subject* columns to sort your results.
- This query is not restricted to the current/next term: you can also look up honors courses for past terms.

How do I get access to SPIRE for Staff Queries?

To get access to one or more of the SPIRE Queries for Staff:

1. Contact Registrar's Office at 413.545.0555.
2. The Registrar's Office will evaluate your request and contact you via email with a decision.
3. If your request is approved, and:
 - *This is your first time using the Query Tool*, the SPIRE Training Team will invite you to a short training session. Refer to our *SPIRE for Staff Training Schedule* for specific dates and times every month (http://www.oit.umass.edu/spire/for_staff/training/version3.html)
 - *This is **not** your first time using the Query Tool*, you will automatically get access to the query you requested. No additional training necessary!